



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia

CHIEF ACCOUNTANT

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Chief Accountant, under USAID.

CONDITIONS OF EMPLOYMENT

The position is full-time, 40 hours/week based on the Embassy's Local Compensation Plan – FSN 12, with a salary ranging from ZK 282,436,655.00 to ZK 434,818,134 per annum, or equivalent FP-3 with a salary range of \$76,219 to \$111,930 per annum. However, a successful candidate may start at a training grade level of FSN 11 with a salary ranging from ZK 230, 317,329.00 to ZK 352,503,580.00 per annum for a probationary period of 52 weeks.

MAJOR DUTIES & RESPONSIBILITIES

The position is based in USAID / Zambia is Financial Management Office (FMO) and provides financial services to the USAID / Zambia mission and support for Department of State-funded Ambassadors' self-help programs include accounting, audit management, budgeting, financial analysis, payment processing, and technical guidance. Duties include but not limited to the following:

- Develops and coordinates preparation of detailed budget information and analysis for technical and program staff; providing expert advice on operating expense and project budgeting, methods of financing and implementation, and program planning and analysis assistance. Ensures that all approved program and operating expense budgets are implemented in accordance with U.S. Government laws and regulations.
- S/He provides guidance and advice to FMO staff on all aspects of obligation of USAID funds, cost analysis interpretation of applicable USAID fiscal regulations and laws affecting the obligation of official funds and Conducts formal and informal training sessions for all mission staff.
- Conducts a continuous review of obligation documents for ensuring maximum efficient use of USAID funds, making recommendations to items requiring adjustments in program management and mission operating expense funds. Establishes effective pre-validation procedures / systems to ensure obligations are for authorized needs only
- Advises and assists the Executive Officer, Agreement or Contract Officer's Technical Representatives, and Program Officers in various aspects of ICASS, program financial management, financial matters related to personnel and transportation, and Host Government accounting procedures.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Possession of a University Degree and an ACCA qualified accountant is required
- At least ten (10) years of progressively responsible experience in public or private accounting after university of which five (5) years should at supervisory level, over at least three (3) subordinates is required.
- Level IV proficiency in written and spoken English is required.
- A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and procedures of the U.S. and Host Government and business financial accounting, budgeting and reporting. A thorough knowledge of laws, regulations and procedures associated with USAID financial management is required.
- A high level of analytical skills and sound judgment is required ; Must be able to compile and present a great deal of detailed information in a concise and professional manner; Must have the ability develop procedures and internal controls to ensure the integrity of USAID financial data.
- Must have strong spreadsheet and word processing skills using Microsoft Word and Excel; must be adept at learning new software packages.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

Candidates meeting the above requisites should send their applications including CVs and copies of certificates, no later than **January 12, 2011** to: **USAID/Zambia, Executive Office, Plot No. 351 Independence Avenue, P.O. Box 32481, Lusaka, 10101.**

Only short listed candidates will be contacted.